INTERNET searching tips
Do you just type in a keyword or two and hope for the best?

Here are a few handy hints and techniques that will help you find what you need:

- **Keywords:** Thinks of as many as you can.

- **Search by phrase** – every word matters. Describe what you need with as few words as possible

- **Don't include small words** like 'at', 'a', 'in', 'of', 'the', etc.

- **Quotation marks** is generally ignored and you do not need to worry about capitals

- **Fill in the blanks** use an asterisk to truncate (shorten) a word. Truncation is a useful tool if you're searching for many variations of a term. When placed at the end of the main part of a word, an asterisk represents all possible endings. The search engine will then searches for the all the variations of that term

  For example: Typing **teen*** will find teen, teens, teenage, teenager, teenagers

  Typing **Bio*** will find biographies, biographer, biography, biographical

- **Google's Search options and Advanced Search**

  These options let you slice and dice your search results. You find these search options along the side of the search page. Explore these options to help you refine your search. Some examples: Timeline, Related searches, reading levels, sites with images etc…….

  Use Advanced Search if you are unable to find exactly what you need.

- **Words you want to exclude:**

  Attaching a minus sign immediately before a word (no space) indicates that you do not want pages that contain this word to appear in your results

  For example: **natural disasters –droughts** will find articles on a variety of natural disasters but excludes droughts

- **Words you want to include**

  Attaching a plus + sign immediately before a word indicates that you want pages that contain this word in your results. For example: **fairy tale +frog** will find fairy tales mentioning frogs

- **Use OR to find articles**

  To find pages that include either of two search terms, add an uppercase OR between the terms. For example: cars OR automobiles